



MAJOR PROJECTS INITIAL MEETING QUESTIONNAIRE

The following questionnaire is designed to familiarize the Major Projects Team with your project while in the pre-development phase. By early detection of potential critical issues that may arise in the initial project phase, the Major Projects Team could help to streamline your permit process.

Please answer the following questions and submit three **(3)** days prior to your meeting. For your convenience, a comment section is available at the end of the questionnaire to provide for any additional questions, comments or concerns.

We appreciate your cooperation and look forward to meeting with you in the near future.

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT - Bureau of Planning (SAP/SPI)

Zoning Division

404.330.6145 (tel)

404.658.7491 (fax)

1. Does the subject property have conditional zoning? _____
If yes, do you have documentation of the conditional zoning i.e. adopted legislation? _____
2. Does the construction of the project include several parcels? _____
If yes, is there a need to consolidate these parcels to construct the project? Does the configuration of the parcels match the City's official cadastral maps? _____
3. Will variances or special exceptions be required to construct the project? _____
4. Does the project require a special administrative permit approval? _____

For additional information contact Enrique Bascunana at 404.330.6296 or visit the Bureau of Buildings official website at <http://www.atlantaga.gov/government/planning/burofbuildings.aspx>

Bureau of Buildings-Zoning Enforcement

404.330.6175 (tel)

404.658.6979 (fax)

1. Do you know how the property is zoned (usage)? _____
A zoning designation is assigned to every parcel of land in the City of Atlanta and governs any proposed development as to land use and related criteria.
2. Does your parking meet the zoning requirements (most zoning districts require parking)? _____
Note your number of parking spaces and whether the parking is underground or vertical? _____

Parking requirements are applied to most projects and are governed by the specific zoning classification and the proposed use. The City of Atlanta Zoning Code is available on line through the City of Atlanta website www.atlantaga.gov or may be purchased from the City Clerk's Office.

3. Is this a project that requires a DRI (Development of Regional Impact) Review? If so, have you pursued it? _____
Certain projects due to their size or complexity require approval from the Atlanta Regional Commission in the form of a Development of Regional Impact (DRI). Submittals for DRI approval are made through local government, Bureau of Planning.

See DRI Thresholds information on the Major Projects webpage at <http://www.atlantaga.gov/government/planning/majorprojectform032806.aspx> or contact Shelley Peart at 404.330.6145.

For additional information you may contact the Bureau of Buildings Zoning Division at 404.330.6175, email Ann Heard at ahheard@atlantaga.gov, fax a request to 404.331.8902 or visit the Bureau of Buildings official website at <http://www.atlantaga.gov/government/planning/burofbuildings.aspx>

Arborist Division

404.330.6836 (tel)

404.658.6977 (fax)

1. Does parking requirements meet the ordinance for trees? Section 158-310. _____
2. Does your plan meet minimum tree coverage in spacing as indicated in Section 158-103? _____
3. Are tree boundaries destroyed? If so, you must have written permission from tree owner to destroy trees. _____

For additional information regarding trees, contact Ainsley Caldwell, Arboricultural Manager at 404.330.6328 or visit the Arborist official website at <http://www.atlantaga.gov/government/planning/newarborist012706.aspx>

Urban Design Commission/ Historic Resources/ City
404.330.6200
404.658.6734

1. Is the property designated by the City to a category of historic protection either as an individual building or as a building located within a district? _____

If so, the Commission will need to issue a certificate of appropriateness for the project before a building permit can be obtained.

2. Does the project include any art work for which the City has contracted? _____

3. Will it be placed on City property or become the property of the City? _____

If so, the Commission will need to review and comment on the art before a building permit can be obtained.

4. Does the project include the construction of a city park or any changes to an existing city park? _____

If so, the Commission will need to review and comment on the park before a building permit can be obtained.

5. Does the project include construction on city land or construction that extends over the public right-of-way? _____

If so, the Commission will need to review and comment on the project before a building permit can be obtained.

6. Does the project include property designated by the City to a category of historic protection either as an individual building or as a building located within a district that requires any action before the Zoning Review Board (ZRB) or the Board of Zoning Adjustment (BZA)? _____

If so, the Commission will need to review and comment on the project before it is heard by the ZRB of BZA.

7. Does the project involve the use of capital expenditures by the City or other public agencies or authorities that are required to submit plans for review by the City? _____

If so, the Commission will need to review and comment on the project before a building permit can be obtained.

8. If the project is considered to be a City project, does it meet the 1.5 percent for art requirements? _____ [See #2 above.]

These are the responsibilities of the Atlanta Urban Design Commission as stated in Sec. 6-4043(e) of the Atlanta Land Development Code.

For additional information contact Karen Huebner at 404.330.6200 or visit the Bureau of Buildings official website at <http://www.atlantaga.gov/government/planning/burofbuildings.aspx>

DEPARTMENT OF FIRE- Fire Protection Division

404.853.7000 (tel)

404.853.7245 (fax)

1. Have you checked fire department hydrant location to ensure compliance with international code and fire department connections? _____
2. Have you checked fire department apparatus access/fire land to ensure compliance with international fire code?

For additional information contact James Brundage, III at 404.853.7076 or via email at jbrundage@atlantaga.gov

DEPARTMENT OF WATERSHED MANAGEMENT-Site Development Division

404.330.6081 (tel)

404.330.7194 (fax)

Stormwater Management Plan

Post-development stormwater management ordinance requires a stormwater management plan for all multi-family and commercial projects.

1. Is your post-development peak rate of runoff limited to 70% of pre-development? _____
2. Have you identified location(s) of stormwater discharge from site? _____

For additional information contact Richard Chime at 404.817.7864 or via email at rchime@atlantaga.gov

Sewer Capacity

Some areas of the City are "capacity limited" and require application of capacity credits, sewer rehabilitation or new relief projects. You must get approval from Sewer Capacity.

Do you have Sewer Capacity approval? _____

For additional information contact either Dennis Morris at 404.330.6249 or via email at dmorris@atlantaga.gov or Kendall Mitzner of the Program Management Team 404.979.6999.

Water Capacity

DWM Bureau of Drinking Water verifies availability of water capacity. You must get approval from Water Capacity.

Do you have Water Capacity approval? _____

For additional information contact Naim Meskinyar at 404.589.2708 or via email at nmeskinyar@atlantaga.gov or by visiting <http://cleanwateratlanta.org/> .

Relocation of Existing Sewer and Water Utilities

1. Have you identified any proposed relocation of existing sewer or water utilities? _____

For additional information contact Naim Meskinyar at 404.589.2708 or via email at nmeskinyar@atlantaga.gov or by visiting <http://cleanwateratlanta.org/>

Erosion Control/Waters of State

Sites greater than 1 acre or within 200-ft of “waters of the state” require submittal to Georgia Soil and Water Conservation Commission (GSWCC).

Multi-family and commercial projects require a 3-phase erosion control plan.

1. Is your site located on more than 1 acre? _____
2. Is your site located within 200 ft. of “waters of the state”? _____

For additional information contact Greg Gutzwiler at 404.330.6990 or via email at ggutzwile@atlantaga.gov

Flood Plain

Flood plain ordinance prohibits building or fill within 15-ft horizontal and 2-ft vertical of the 100-year flood plain. FEMA flood plain mapping is accepted. If stream is not mapped by FEMA, an engineered flood study is required.

For additional information contact Lance Clark at 404.589.2703 or via email at lclark@atlantaga.gov

Stream Bank Buffers

State buffer is 25-ft; City buffer is 75-ft.

1. Is your proposed construction within 25-ft buffer? _____
If so, your project requires a variance from EPD.
2. Is your proposed construction within 75-ft buffer from City? _____
If so, your project requires a variance from the City.

For additional information contact Lowell Chambers 404.330.6249 or via email at lchambers@atlantaga.gov

For more information on Site Development and all your Clean Water needs, visit <http://cleanwateratlanta.org/>

DEPARTMENT OF PUBLIC WORKS-Office of Transportation

404.330.6501 (tel)

404.658.7085 (fax)

1. Is the Project on a State Route? _____
The implication will be the requirement of a deceleration lane by the GDOT. This criterion is based on an ADT of 30,000 vehicles per day or higher. If the project is on a State route the GDOT uses a driveway with turning radii. On City of Atlanta streets we use curb cuts with ADA access.
2. Will the driveways be gated? _____
If so, the City of Atlanta requires "reservoir spaces" as per Section 30-1205 of the City's Code of Ordinances, which specifies that each gated ingress must be at least 2 reservoir spaces, each 22 feet long and have a turn around, with the length of which has to be measured from the limit of the right-of-way.
3. Does the development have signs or canopies extending into the right-of-way? _____
The developer has to enter into an "Encroachment Agreement" with the City. This requires an application from the Department of Public Works.
4. Does the development have foundations that extend into the city's right-of-way? _____
This requires a Resolution from City Council for a "Tie-Back" agreement. This application is also made at the Department of Public Works.

For additional information contact Lorn Whittaker at 404.330.6501 or via email at lwhittaker@atlantaga.gov

Solid Waste Services Division

404.330.6236 (tel)

404.658.7704 (fax)

1. Will this development be a mixed community? _____
2. Will this development have private streets? _____
3. Will this development be a gated? _____
4. What type solid waste container will this development be using? _____
5. How many units will be built within this development? _____
6. Will this development have attached units? _____
7. Is this a Multifamily project? _____
If so, multifamily projects require recycling components along with waste disposal.

For additional information contact Verna Singleton at 404.330.6439 or email at vsingleton@atlantaga.gov

Grease Trap Installation Requirements

Does your project include a dishwasher? _____

All food service establishments with dishwasher(s), according to Grease Ordinance Section 154-297.01 and 154-297.02, requires two 1500 gallons of grease trap to be proposed in the plans or tied to an existing grease trap of equal capacity where available.

The 70-pound or 35 gallons minimum capacity indoor grease traps may be approved for small establishments without a dishwasher; however, the proposed plans must show connection of all kitchen appliances (such as sinks) to the trap. Also, the grease interceptor details from the manufacturer must be attached to the plans.

All Facilities are required to submit four (4) copies of the following before obtaining a plumbing permit:

- Site plan,
- Floor plan,
- Plumbing plans,
- Specification of the proposed grease trap, and
- Contact information for plans (Name, primary phone, alternate phone, and fax-- *email optional*)

Please contact the grease management office at 404.853.7838 to schedule an appointment.

Without a scheduled appointment walk-in plans will be reviewed 7am – 9 am. Plans may be dropped off for review and picked up the following business day (24 hours).

Grease Management
675 Ponce De Leon Ave.
Suite 5300
Atlanta, Georgia 30308

For additional information contact Joseph Oguntoye at 404.853.7534 or via email at joguntoye@atlantaga.gov

GENERAL INFORMATION

All plans submitted for issuance of a building permit must be accurate, legible, include dimensions, be drawn to a standard scale, and meet minimum industry-wide acceptable architectural and engineering standards. The City reserves the right to require additional information for plan review analysis. Please note that an accurate project description (as specified under the general requirements for architectural/structural plans) will make both the intake and plan review processes more efficient.

Note: Plans marked “Not Released for Construction”; “Preliminary”; “Permit only”; and the like shall not be accepted for review, except as noted for site and foundation permits.

Any additional information can be found at the Bureau of Buildings official website at <http://www.atlantaga.gov/government/planning/burofbuildings.aspx>

Additional Comments Section

Please insert any additional questions, comments or concerns in the space provided below.

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Table I
Developments of Regional Impact
Tiers and Development Thresholds

TYPE OF DEVELOPMENT	METROPOLITAN REGIONS	NON-METROPOLITAN REGIONS
Office	Greater than 400,000 gross square feet	Greater than 125,000 gross square feet
Commercial	Greater than 300,000 gross square feet	Greater than 175,000 gross square feet
Wholesale & Distribution	Greater than 500,000 gross square feet	Greater than 175,000 gross square feet
Hospitals and Health Care Facilities	Greater than 300 new beds; or generating more than 375 peak hour vehicle trips per day	Greater than 200 new beds; or generating more than 250 peak hour vehicle trips per day
Housing	Greater than 400 new lots or units	Greater than 125 new lots or units
Industrial	Greater than 500,000 gross square feet; or employing more than 1,600 workers; or covering more than 400 acres	Greater than 175,000 gross square feet; or employing more than 500 workers; or covering more than 125 acres
Hotels	Greater than 400 rooms	Greater than 250 rooms
Mixed Use	Gross square feet greater than 400,000 (with residential units calculated at 1800 square feet per unit toward the total gross square footage); or covering more than 120 acres; or if any of the individual uses meets or exceeds a threshold as identified herein	Gross square feet greater than 125,000 (with residential units calculated at 1800 square feet per unit toward the total gross square footage); or covering more than 40 acres; or if any of the individual uses meets or exceeds a threshold as identified herein
Airports	All new airports, runways and runway extensions	Any new airport with a paved runway; or runway additions of more than 25% of existing runway length
Attractions & Recreational Facilities	Greater than 1,500 parking spaces or a seating capacity of more than 6,000	Greater than 1,500 parking spaces or a seating capacity of more than 6,000
Post-Secondary School	New school with a capacity of more than 2,400 students, or expansion by at least 25 percent of capacity	New school with a capacity of more than 750 students, or expansion by at least 25 percent of capacity
Waste Handling Facilities	New facility or expansion of use of an existing facility by 50 percent or more	New facility or expansion of use of an existing facility by 50 percent or more
Quarries, Asphalt & Cement Plants	New facility or expansion of existing facility by more than 50 percent	New facility or expansion of existing facility by more than 50 percent
Wastewater Treatment Facilities	New facility or expansion of existing facility by more than 50 percent	New facility or expansion of existing facility by more than 50 percent
Petroleum Storage Facilities	Storage greater than 50,000 barrels if within 1,000 feet of any water supply; otherwise, storage capacity greater than 200,000 barrels	Storage greater than 50,000 barrels if within 1,000 feet of any water supply; otherwise, storage capacity greater than 200,000 barrels
Water Supply Intakes/Reservoirs	New Facilities	New Facilities
Intermodal Terminals	New Facilities	New Facilities
Truck Stops	A new facility with more than three diesel fuel pumps; or containing a half acre of truck parking or 10 truck parking spaces.	A new facility with more than three diesel fuel pumps; or containing a half acre of truck parking or 10 truck parking spaces.
Any other development types not identified above (includes parking facilities)	1000 parking spaces	1000 parking spaces